



NELLIS COMPOSITE SQUADRON OPERATING INSTRUCTION 1-09
1 JULY 2009
Activities

ACTIVITIES PROCEDURES

This instruction prescribes the Activity procedures for Nellis Composite Squadron

1. Nellis Composite Squadron requires that ALL meetings/activities, conducted other than on scheduled meeting nights and location, requires the submission of NCS Form 7 (Activity Notification) and 7A (Activity Proposal) forwarded through channels to the Commander.
2. ALL meetings/activities require the Commander's approval before making announcements or placing on the unit calendar. However, NOT ALL activities, which are announced at Commander's Call are official activities of this squadron or of Civil Air Patrol. Utilizing a NCS Form 7 denotes the activity as an "official" CAP activity.
 - a. Reasons for not promoting an activity as an official CAP activity could be that transportation is not available; the activity is conducted during a workday, where it would not be reasonable to expect a senior to take a day off from work to be present; the service requested is not suitable for CAP members to participate; the work being requested will be done free, when others are receiving wages; the activity is of a political nature, etc.
 - b. Individual members may volunteer directly with the requesting organization to render assistance as a private person (meaning no uniform or representing oneself as a CAP member) if the activity is not an official CAP activity.
3. ALL meetings/activities must be under the supervision of at least one "approved" senior member for daytime meetings/activities and two senior members for overnight activities. NO SENIOR – NO ACTIVITY!
4. When the activity only involves our unit, submitting a NCS Form 7A is for control and informational purposes within our unit. When activities are planned that involve other units, informational copies of the NCS Form 7 & 7A should be forward to Wing Headquarters and participating units. Additionally, cadet members from other units are required to have a parental permission slip to participate in NCS events. It is strongly encouraged that the NCS Form 7 be utilized when attending NCS activities.
5. CANCELLATIONS: Once a meeting/activity has been approved and placed on the unit calendar only the commander will cancel it. NO CADET WILL ASSUME THIS AUTHORITY!
6. SIGN-UP SHEETS: Information Folders containing NCS Form 6 (Activity Sign-up) and NCS Form 7's will be on display at the Sign-In table each night, prior to opening formation.
7. Activity Promotion: An opportunity to promote the activity will be made during Commander's Call; included in weekly call-downs, and with sufficient preplanning, information regarding the activity should be submitted to the unit's Public Affairs Officer for inclusion into the newsletter.

8. PROJECT OFFICERS:

- a. Be familiar with the following policies:
 - Cadet Protection Program
 - Freeze List
 - Reimbursements
 - Resources
 - Safety
 - Accident Reporting Requirements
 - Sign-Up procedures
 - Financial Responsibilities
 - Transportation Requirements
 - Publicity and Promotion
- b. Responsible for:
 - Submitting NCS Form 7A through proper channels
 - Preparation of NCS Form 7
 - Creation information folders and NCS Form 6
 - Content and Quality of the meeting/activity
 - Safety and Welfare of all participants
 - Ensuring chaperones are present
 - Publicity and promotion of the activity
 - Transportation of staff and participants

GENERAL CAP POLICIES

Listed below are critical points from various CAP directives relevant to this topic.

CAPM 52-16 - Cadet Program Management - 1 Oct 06

1-2 Program Elements - Section E. Activities

(1) **Goal.** The goals of the Cadet Program's activities element are for cadets to apply their leadership skills, explore aerospace careers and display their overall enthusiasm for the cadet ethic.

(2) **Methods.** Each squadron decides what activities it undertakes based on the interests of its leaders and members. All units should strive to be well-rounded and offer activities encompassing all three CAP missions. The cadet staff should help plan and lead unit activities. Cadet activities should be "hands-on," enabling cadets to apply what they have learned in the other four program elements. Activities may be conducted locally, regionally and at the national level (see chapter 4). All activities must emphasize safety (see paragraph 1-4). Units may establish an activities committee to help manage cadet events. In Phases III and IV, cadets serve as mentors and instructors, respectively, helping junior cadets advance in leadership, aerospace education or physical fitness.

(3) **Evaluation Instruments.** Each activity should have an educational or training goal and at least one objective that is specific and measurable, but there is no standard, formal test instrument for cadet activities. However, commanders should seek feedback from cadets and staff on ways to improve local activities. For major events, activity directors should provide their commander with an "after action report" that discusses the activity's successes and lessons learned. Units should keep these reports on file to aid in planning subsequent activities.

1-3. Supervision & Cadet Protection Policies.

a. **Proper Supervision.** Unit commanders will take all reasonable measures necessary to protect cadets from harm while under CAP supervision. Senior members will be present at all activities involving cadets. For CAP guidelines on the Cadet Protection Policy, see CAPR 52-10, Cadet Protection Policy, and CAPP 50-3, CAP Cadet Protection Training Instructor's Guide and Student Materials.

b. **Cadet Sponsor Members.** Cadet Sponsor Member (CSM) is a membership category established to allow parents, grandparents and guardians of current CAP cadets to assist their unit's cadet program. They may serve as chaperones and help with transportation. For further details, see CAPR 39-2, Civil Air Patrol Membership.

c. **Policy on Abuse.** CAP will be alert to situations of potential abuse of cadet members.

(1) CAP expects its members to avoid even the appearance of impropriety involving cadets, and to report suspected abuse immediately. CAP is committed to doing everything reasonably possible to combat the potential for child abuse within our organization.

6 CAPR 52-16 1 OCTOBER 2006

(2) All senior members must complete the screening process outlined in CAPM 39-2, Civil Air Patrol Membership, and complete Cadet Protection Program Training (CPPT) before working with cadets (see CAPR 50-17, Senior Member Professional Development Program). Members who have not completed CPPT, as recorded in e-Services at www.cap.gov, will not act as the primary supervisor at cadet activities, or associate with cadets in any way without the in-person supervision of a senior member who has completed CPPT and the screening process (see CAPR 52-10, Cadet Protection Policy).

d. **Cadets and CPPT.** Completion of the Cadet Protection Program Training (CPPT) is required of all cadets within 6 months following their 18th birthday, or if a promotion is due during that 6-month period, prior to the promotion. Cadets will not participate in CPPT if they are under 18 years of age.

e. **Training Leaders of Cadets.** The Training Leaders of Cadets (TLC) program prepares senior members to lead cadets at the squadron level. TLC is administered at group level or higher. The commander of the host echelon selects the course director, who should possess a master rating in the Cadet Programs Officer Specialty Track. To foster a learning environment that encourages open discussion among seniors, cadets are prohibited from participating in TLC. Students must complete 80% of the course to graduate. They receive credit for graduating when their course director submits a CAPF 11, Senior Member Professional Development Program Director's Report, to National Headquarters and their record is updated in e-Services. For course materials, see www.cap.gov/tlc.

f. **Required Staff Training.** Cadets and seniors who serve on the staff of an encampment, national cadet special activity, region cadet leadership school, a similar cadet activity lasting 4 nights in duration or longer, or at any other cadet activity designated by the wing commander, will complete the Required Staff Training (RST).

(1) Staff members must complete RST before participating at the activity. Only the activity director, deputy activity director or an individual selected by the wing commander may lead RST. The instructor must conduct the training in accordance with CAPP 52-12, Required Staff Training. For course materials, see www.cap.gov/cadets.

(2) The training is organized into two lessons. Part 1 is entitled, "How to Avoid the Hazing Trap." Part 2 is entitled, "Using ORM to Avoid the Hazing Trap." Personnel will complete RST each time they serve on staff at one of the activities listed above. However, the activity director may, at his or her discretion, excuse

a member from Part 1 of RST if the member has previously completed it. When exercising his or her discretion, the activity director should consider whether he or she can conduct a viable class without the member and whether the member can make a significant contribution to the class. All cadets and senior staff will complete Part 2 of RST every time they serve on staff at one of the activities listed above.

(3) Activity directors will create a roster of all cadets and seniors serving on staff at their activity and will certify whether each completed RST, and keep that information on file at the echelon's headquarters for 3 years.

g. **Age Separation.** Activity directors should be aware that there are differences in the physical and emotional development of younger and older cadets that warrant consideration when planning activities, especially during personal events such as sleeping and showering. For example, cadets sharing a room or tent should be billeted with other cadets close to their own age, when possible.

CAPR 35-2 - Notification Procedures in Case of Death, Injury, or Serious Illness - 15 Jul 98

Before participating in any CAP special activity away from the local unit where the member may not be known personally, the individual member is responsible for completing one copy of CAP Form 60 (Emergency Notification Data). And hand carried to the activity site and filed with the project officer for easy reference in the event of emergency.

CAPR 52-10 - CAP Cadet Protection Policy - 14 Mar 08

“CAP members are expected to avoid even the appearance of impropriety involving cadets...”

3. Standards for Leadership.

a. Senior members, cadets, and persons who supervise cadet activities or serve in leadership positions must possess high moral and ethical standards, be emotionally stable, and demonstrate leadership qualities necessary to serve as positive role models.

b. All senior members must be screened in accordance with CAPM 39-2 and undergo Cadet Protection Program Training (CPPT) before working with cadets (CAPR 50-17, CAP Senior Member Professional Development Program). Members who have not completed the screening process and received their FBI “approved” status will not be permitted to act as the primary supervisor at cadet activities or associate with cadets in any way without the in-person supervision of a senior member who is currently in FBI “approved” status. FBI approved status is defined by a leadership code of “A” on the monthly membership listing and the issuance of a membership card that does not reflect the word “temporary.”

c. All cadets, within 6 months following their eighteenth birthday, must undergo the same Cadet Protection Program Training (CPPT) that senior members must complete. If a cadet promotion is due during that 6-month period, then this CPPT must be completed prior to the promotion.

d. Exceptions to this policy:

(1) FAA certified flight instructors participating in National special activities. These individuals must have received their “temporary” membership card and completed Cadet Protection Program Training prior to the start of the activity; however, the in-person supervision of an FBI “approved” member is not required during periods of dual flight instruction or orientation flights where the cadet is accompanied by one of these instructor pilots.

(2) Activity instructors. At times, non-CAP adults are invited to participate in activities where CAP youth are involved. For example, a unit may ask a certified first aid instructor to teach our youth, or a unit may invite an Air Force recruiter to share with our youth the benefits of joining the Air Force, or an activity may seek individuals to assist with the activity. Non-CAP adults can be present with our CAP youth as long as there is a CAP senior member physically present with the non-CAP adult at all times. The CAP senior member must currently be in FBI “approved” status.

4. Commander Responsibilities. Commanders must be sensitive to the potential for cadet abuse and carry out the policies and procedures set forth in this regulation. As a minimum, commanders will:

- a. Exercise judgment and discretion when selecting senior members, cadets, and other persons to conduct or supervise cadet activities.
- b. Encourage members to report any observed or alleged abuse.
- c. When cadet abuse is alleged and/or verified, suspend the member from all CAP activities, make immediate notification, and take appropriate personnel actions in accordance with the provision of paragraph 2 above.
- d. Ensure that at least two “approved” senior members are present at all overnight cadet activities. Encourage at least two senior members to be present at all cadet activities (with the exception of chaplain counseling or cadet orientation flights). This policy is for the protection of the senior members as well as the cadets.
- e. Conduct periodic orientations for senior members to ensure they understand the procedures and policies set forth in this regulation.
- f. Ensure cadets are informed of the policies contained in this regulation.
- g. Spot-check signatures on permission slips.
- h. Provide parents with a calendar of activities and notify the parents when a scheduled activity is cancelled, relocated, or changed.
- i. Give the parents an opportunity to personally meet the senior members by periodically designating meetings as “parent’s night.”
- j. Mail parents a current roster of members who supervise or conduct cadet activities.

5. Parental Involvement. Parental involvement is one of the most effective deterrents of child abuse. The following suggestions are ways to encourage parental involvement:

- a. Conduct periodic meetings with other parents to discuss child abuse. Let the other parents know CAP is making an effort to prevent such abuse.
- b. Establish a parents committee to provide input on cadet activities. Membership in CAP is not necessary to be a part of this committee.
- c. Require a permission slip, signed by the parent or guardian, for each activity outside of the regular squadron meetings.

// SIGNED//
David G. Jadwin, Lt Col, CAP
Commander